RFP
Parking Equipment Upgrade or Replacement
Job No. 53-16-PW
January 4, 2017
Questions and Answers

1. **Could the City please provide an annual volume for citation issuance?**

2013: 19,537

2014: 20,047

2015: 18,345 (Note: near end of year, we had only one parking enforcement officer)

2016: 14,418 (Note: for half the year, we had only one parking enforcement officer)

2. **Including spare devices, how many handheld citation issuance devices does the City desire to purchase?**

The City desires to purchase three total devices, two active devices will be used regularly, and one device will be stored as a spare.

3. **Is the City interested in wireless communications for the handheld devices?**

The City is interested in wireless communications for the handheld devices but it is not a requirement within the scope of this RFP.

4. **What days of the week is parking enforced?**

Parking is enforced Monday through Saturday and is not enforced on Sundays and Holidays.

5. **What hours are enforced?**

Parking is enforced 9:00 AM to 9:00 PM.

6. **How many metered parking spaces does the City enforce?**

The City currently manages two off-street parking lots with meters installed and there are 158 metered parking spaces that are enforced by the city.

7. **The RFP states that the City currently uses Cale Multi-Space Meters (MSM). Is this the only type of MSM currently in use within the City?**

The Cale MSM is currently the only type of MSM in use by Kirkland for on-street and off-street parking management.

8. **Can you explain in more detail the interface required for the Court JIS system? For example:**

- **Are all citation payments and appeals managed in the Court JIS system?**
Yes, all citation payments and appeals are managed in the Court JIS system.

- **Do you want citation payments to be made using the parking management system?**
No, citation payments within the parking management system is not within the scope of this RFP.

9. **What internet payment gateway (IPG) does the City currently use?**
Kirkland uses Evalon for Class registration and we have merchant gateways for the paystations which work directly with our bank.

10. **How many AutoVu-equipped vehicles are in use?**
Kirkland has equipped two vehicles with AutoVu LPR hardware.

11. **Do any enforcement officers walk routes rather than use LPR vehicles? If so, how many full-time officers?**
The two full-time parking enforcement officers who operate the LPR vehicles also walk routes in their daily routine.

12. **Approximately how many concurrent users use the backend database management system?**
Currently, two concurrent users within Kirkland's IT Department use the backend database for the parking management system.

13. **Does the City want an interface with the Washington DOL?**
The scope of this RFP does not require an interface with the Washington Department of Licensing, however, Kirkland would be interested in an interface in the future.

14. **Regarding the City's current ticket data transfer process to the Administrative Office of the Courts Judicial Information System (JIS), how does this transfer take place? Meaning, what type of interface and protocol is used?**

The ticket data transfer process to the Administrative Office of the Courts JIS is completed by a third party interface provided by CodeSmart Co. The third party custom code interface and protocol is proprietary and not available information for this RFP. The transfer takes place after an upload into the system database and the software sends it over with a secure encrypted technology.

15. **Permit program, the RPZ has no fee's, does the commercial permit zone have fee's? What are those fee's and how many of those permits are issued? Is the City looking for a permit solution?**

The downtown employee parking permits (commercial permit zone) currently does not have an associated fee. To date, 1083 permits have been issued. The scope of this RFP does not require a permit solution for the residential or commercial permit zone, however, Kirkland is interested in learning about potential solutions for consideration as future improvements.

16. **Number of parking tickets issued in 2014 and 2015?**

In 2014, 20,047 parking citations were issued. In 2015, 18,345 parking citations were issued.

17. **Range of fines and penalties?**

The parking related fines range from 35 dollars to 450 dollars.

18. **Revenue for the parking tickets in 2014 and 2015?**

In 2014, the revenue collected for parking tickets totals 777,646.22 dollars and in 2015, 717,923.37 dollars was collected. Please note these totals do not take into account when the cases were filed.

19. **Total number of unpaid tickets in 2015?**

With our current system, Kirkland is unable to distinguish the tickets that were filed in 2015 and were still unpaid as of December 31, 2015.

20. **Approximate value of unpaid tickets in 2015?**

With our current system, Kirkland is unable to distinguish the tickets that were filed in 2015 and were still unpaid as of December 31, 2015.

21. **Does the City issue warning tickets? If so, what is the policy?**

The City of Kirkland does not issue warning citations related to parking.

22. **Does the City mail delinquent notices? If so, how many in 2015?**

In Kirkland, notices are mailed by the collection company as "pre-collect" notices. In 2015, 2,855 notices were sent out for cases filed in 2015, and a total of 3,264 notices were sent out regardless of the filing date.

23. How many people would need access to the parking management software?

A total of ten city staff will need access to the parking management software. Two personnel in the Public Works Department, four personnel in the IT Department, and four staff in the Police Department.